



Community Services Department
505 Telser Road
Lake Zurich, IL 60047
P: (847) 540-1696 F: (847) 726-2182
www.LakeZurich.org

Home Occupation Permit Application

Date of Application: _____

Project Information

Property Address: _____

Proposed Business Type: _____ Business Name: _____

Owner's Name/Address: _____ Owner's Phone: _____
(If different from above)

Owner's E-mail: _____

Specifics

1.) Number of employees (other than applicant) at home business: _____

1a.) Daycare business only: How many children are proposed at business? _____

2.) How many square feet within home will be dedicated to business? _____

3.) What type of vehicles will be used in conjunction with the home occupation? _____

4.) Are any alterations proposed to home related to home business? ☐ Yes ☐ No

5.) Will a separate entrance be provided related to home business? ☐ Yes ☐ No

6.) Will business be completely within home (and not outdoors?) ☐ Yes ☐ No

7.) Will merchandise be displayed or sold at home business? ☐ Yes ☐ No

8.) Will there be routine attendance of patients, clients, subcontractors or employees? ☐ Yes ☐ No

9.) Will there be any outdoor storage? ☐ Yes ☐ No

10.) Will there be more refuse than regular residential pick up? ☐ Yes ☐ No

11.) Do you intend to display signage? ☐ Yes ☐ No

12.) Will home occupation be visible or apparent from any street? ☐ Yes ☐ No

13.) Will there be mechanical, electrical or other equipment that produces noise, electric or magnetic interference, vibration, heat, glare, emissions, odor or radiation outside of the home that is greater or more frequent than that typical of equipment used in connection with residential occupancy? ☐ Yes ☐ No

NUISANCE CAUSING ACTIVITIES. No home occupation shall cause or create any nuisance or cause or create any substantial or undue adverse impact on any adjacent property or the character of the area, or threaten the public health, safety or general welfare, be noxious, offensive or hazardous.

LICENSING REQUIREMENTS. Every home occupation shall be subject to applicable business licensing requirements and shall comply with all applicable Federal, State, County and local laws and regulations, including without limitations, obtaining, maintaining and complying with regulations applicable to any required Federal, State, County or local license or permit.

Continue to 2nd Page



Fees:**Review Fee:** • \$37.00**Certificate of Zoning Compliance:** • \$37.00**REVOCATION: Violations of Home Occupation regulations may result in the revocation of Certificate.****Printed Applicant Name:** _____**Daytime Phone:** _____**Applicant Signature:** _____**OFFICE USE ONLY:****Reviewed by/Date:** _____☐ **Approved**☐ **Denied****Comments:** _____



In the list below you will find sections of the Zoning Codes and Ordinances used by the Village of Lake Zurich to review home occupancy applications submitted for permit. Ensuring that your submittal complies with these codes can greatly reduce the amount of time needed to obtain an approval.

At the Heart of Community

9-103 HOME OCCUPATIONS

A. Authorization. Subject to the limitations of this Section, any home occupation that is customarily incidental to the principal use of a building as a dwelling shall be permitted in any dwelling unit.

B. Definition. A home occupation is a business, profession, occupation, or trade that:

1. Is conducted for gain or support by a full-time occupant of a dwelling unit; and
2. Is incidental and secondary to the use of such dwelling unit for dwelling purposes; and
3. Does not change the essential residential character of such dwelling unit.

C. Certificate of Zoning Compliance Required. No home occupation shall be established or maintained unless a certificate of zoning compliance shall have first been issued in accordance with the provisions of Chapter 13 of this Code.

D. Use Limitations.

1. Employee Limitations.

a.) The entrepreneur of every home occupation shall be domiciled in the dwelling unit where such occupation is conducted.

b.) No more than one employee who is not domiciled in the dwelling unit where a home occupation is conducted shall be present in connection with, or otherwise participate in the operation of, a home occupation at any one time. For the purposes of this Subparagraph, the term employee shall not include persons domiciled in the dwelling unit where such home occupation is conducted. This limitation on the number of employees shall not apply to employees who do not work at the dwelling unit devoted to such home occupation.

2. Structural Limitations.

a.) No alteration of any kind shall be made to the dwelling unit where a home occupation is conducted that would change its residential character as a dwelling unit, including the enlargement of public utility services beyond that customarily required for residential use.

b.) No separate entrance shall be provided in connection with the conduct of any home occupation.

3. Operational Limitations.

a.) Every home occupation shall be conducted wholly within a principal dwelling unit or permitted accessory structure; provided, however, that this Subparagraph shall not apply to a day care home operated as a home occupation.

b.) No more than a total of 600 square feet of floor area (exclusive of garage floor area devoted to permissible parking of vehicles used in connection with the home occupation) of any dwelling unit or any permitted accessory structure shall be specially designed, arranged, or set apart for the conduct of a home occupation; provided, however, that this Subparagraph shall not apply to a day care home operated as a home occupation.

c.) No stock in trade shall be displayed or sold on the premises of any home occupation.



At the Heart of Community

d.) No routine attendance of patients, clients, subcontractors, or employees (except as provided in Subparagraph D1(b) of this Section) associated with any home occupation shall be allowed at the premises of the home occupation except that attendance of up to eight children at any one time may be allowed at a day care home operated as a home occupation and that the attendance of up to four persons at any one time may be allowed for the purpose of receiving private instruction in any subject or skill. "Routine attendance" means that the conduct of the home occupation requires non-domiciled persons to visit the premises of the home occupation as part of the regular conduct of the occupation, without regard to the number, frequency, or duration of such visits.

e.) No mechanical, electrical, or other equipment that produces noise, electrical or magnetic interference, vibration, heat, glare, emissions, odor, or radiation outside the dwelling unit or any permitted accessory structure that is greater or more frequent than that typical of equipment used in connection with residential occupancy shall be used in connection with any home occupation.

f.) No outdoor storage shall be allowed in connection with any home occupation.

g.) No refuse in excess of the amount allowable for regular residential pick-up shall be generated by any home occupation.

h.) Vehicles used in connection with any home occupation shall be subject to the requirements of Paragraph 9-101C4 of this Code.

4. Signage and Visibility.

a.) No sign shall advertise the presence or conduct of the home occupation.

b.) No home occupation shall be in any manner visible or apparent from any public or private street.

5. Traffic Limitations. No home occupation shall generate more vehicular or pedestrian traffic than is typical of residences in the area.

6. Nuisance Causing Activities. In addition to the foregoing specific limitations, no home occupation shall cause or create any nuisance, or cause or create any substantial or undue adverse impact on any adjacent property or the character of the area, or threaten the public health, safety or general welfare, or be noxious, offensive, or hazardous.

7. Licensing Requirements. Every home occupation shall be subject to applicable business licensing and inspection requirements, and shall comply with all applicable federal, State, and local laws and regulations, including, without limitation, obtaining, maintaining, and complying with regulations applicable to any required federal, State, or local license or permit.



At the Heart of Community

9-101 ACCESSORY STRUCTURES AND USES

C. Special Regulations Applicable to Particular Accessory Structures and Uses.

4. Parking of Vehicles in All Residential Districts. In any residential district, no vehicle may be parked except in a fully enclosed structure unless that vehicle complies with the standards set forth in this Paragraph. For purposes of this Paragraph 4, “parked” shall mean the standing of a vehicle, regardless of whether the vehicle is occupied, other than when the vehicle is temporarily and actually engaged in loading or unloading merchandise or passengers.

a.) Vehicle Restrictions. Except as provided in Subparagraph (b) of this Paragraph 4, no vehicle may be parked in a residential district unless that vehicle meets all of the following standards:

vi. Restrictions on Commercial Identification. Not more than one vehicle with any exterior marking in excess of one square foot in area, measured as provided in Paragraph 9- 106D11 of this Code, identifying or advertising a commercial enterprise shall be stored in any parking area on any lot in a residential district, nor shall any such vehicle be stored in any required front or corner side yard. For purposes of this paragraph, the term “storage” shall mean the parking of a vehicle for any continuous 24-hour period.